

# Online Submission of Documents

**By Cheri Myers**

The North Carolina Secretary of State's Corporations Division is now accepting online submissions of a variety of Corporations documents, including:

1. creation documents;
2. new name reservations;
3. amendments;
4. dissolutions/withdrawals; and
5. existing reserved name filings.

Anyone with an account on [www.sosnc.com/corporations](http://www.sosnc.com/corporations) can submit these documents online by uploading a signed document in PDF format (PDFs are limited to 50 pages). Filers will be prompted to identify the type of document they are submitting and to provide any relevant client reference numbers. Filers also have the option of requesting expedited filing. Expedited same day filing is available for documents submitted before noon. Requests for expedited filings submitted later than noon will be filed the next business day.

After submitting their documents and payments, filers can click on the "Check My Submissions" link on the left side bar of their screen under "PDF Filings" to check the status of their documents. From this page, filers can see the date of the document's submission, the status of its review, the business entity's name, type of document and customer reference numbers. They will also be able to view and download their document and invoice. Once the document is accepted, it will be viewable with a stamp confirming that it has been filed.

Filers who do not already have an online account with the Secretary of State's Office can easily register by going to [www.sosnc.com/corporations](http://www.sosnc.com/corporations) and clicking on "Register" on the top right side of the screen, then entering their company's information and following the prompts.

To familiarize yourself with this new process, please read the instructions for online submissions once you log on with your account.